

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Assistant Codes Enforcement Manager
Department: Environmental Services
Revised : August 2004

Class : Technician
FLSA : Non-exempt

This job description supersedes any prior description for the Assistant Codes Enforcement Manager classification.

GENERAL DESCRIPTION

Skilled work in supervising and enforcing compliance with a variety of construction codes and related matters through plan review inspections, as well as performance of administrative matters pertaining to code enforcement in the County. Employees in this class normally work alone in the field and are responsible for independent decisions requiring technical discretion and judgment, but general direction is received from the Codes Enforcement Manager, who reviews work through analysis of reports submitted and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Reads and interprets plans and specifications to ensure they comply with North Carolina building codes; if not in compliance, recommends changes which will satisfy building codes.

Assists the public in understanding the various codes and regulations, and in applying for permits, variances, and special use permits.

Talks with a wide variety of people by telephone and in person on a wide variety of code enforcement matters; resolves these contacts in the best interest of the County.

Enforces building, electrical, plumbing, mechanical, fire, zoning, minimum housing and other codes as required.

Enforces day-care center regulations and mobile home installation regulations.

Assists and coordinates with Field Inspectors to ensure that construction complies with approved plans and specifications.

Supervises and coordinates codes enforcement staff in the absence of the Codes Enforcement Manager.

Maintains a variety of records; prepares a variety of reports.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the various codes to be enforced and the related regulations.

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Thorough knowledge of contemporary construction practices, methods, materials, equipment, and of those stages of construction when possible defects and violations may be most easily observed and corrected.

Ability to detect structural and other faults and to appraise the quality of construction.

Ability to supervise and coordinate the work of others.

Ability to read and interpret plans, specifications, and blueprints quickly and accurately, and to compare them with construction in progress.

Ability to establish and maintain effective working relationships with county officials, building owners, contractors and the general public.

Ability to coordinate work assignments with other individuals.

Considerable ability to communicate effectively in person and by telephone.

Ability to exercise judgment and discretion in analyzing and resolving employee problems.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree in Drafting, Engineering, Architecture, or related field and two years of experience as a Codes Enforcement Officer or Project Manager in general construction with considerable experience in building, electrical and/or plumbing contracting; or an equivalent combination of education and experience. A valid driver's license is required. Must possess or be eligible for North Carolina certification in each area of construction to be enforced.

**This job description does not create an employment contract,
implied or otherwise.**